



1. Title of the certificate (LT) <sup>1</sup>
<b>Kvalifikacijos pažymėjimas. Įmonės darbo organizatoriaus mokymo programa (valstybinis kodas 362041702)</b>
<sup>1</sup> in original language

2. Translated title of the certificate (EN) <sup>1</sup>
Qualification certificate. Enterprise manager training programme (state code 362041702)
<sup>1</sup> If applicable. This translation has no legal status.

3. Profile of skills and competences
<ol style="list-style-type: none"> <li>1. Know the laws regulating incorporation and the economic and commercial activity of a company.</li> <li>2. Know the basics of business, economics, and finance.</li> <li>3. Know the system of investment, taxation, and customs duties in Lithuania and the rules for importing goods.</li> <li>4. Understand the essence of marketing, advertising, and personnel management.</li> <li>5. Know the basics of office documentation and use a PC.</li> <li>6. Organise the activities of a branch of a company.</li> <li>7. Administer accounting and financial documents and financial statements.</li> <li>8. Communicate with visitors, make decisions, and organise meetings and negotiations.</li> <li>9. Administer company records and complete documents correctly.</li> <li>10. Communicate with visitors and write business letters in a foreign language.</li> </ol>

4. Range of occupations accessible to the holder of the certificate <sup>1</sup>
The holder may work as a manager or mid-level manager at various agencies; manage a small company; or work as a deputy director, assistant, or administrator for a company.
<sup>1</sup> If applicable

<p><b>(*) Explanatory note</b></p> <p>This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.</p> <p>© European Union, 2002-2014   <a href="http://europass.cedefop.europa.eu">http://europass.cedefop.europa.eu</a></p>
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5. Official basis of the certificate	
<p><b>Name and status of the body awarding the certificate</b> Legal entity with licence to provide formal vocational training programmes</p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b> Ministry of Education and Science of The Republic of Lithuania</p>
<p><b>Level of the certificate (national or international)</b>  ISCED 454; LTKS III; EKS 3</p>	<p><b>Grading scale / Pass requirements</b>  10 grade scale. A Pass Grade - Grade 7-10 or entry "Passed"</p>
<p><b>Access to next level of education/training</b>  Possibility to continue studies at the higher level of education programme</p>	<p><b>International agreements</b></p>
<p><b>Legal basis</b> Law on Education of the Republic of Lithuania Law on Vocational Education and Training of the Republic of Lithuania Resolution No. 535 of 4 May 2010 of the Government of the Republic of Lithuania "On the approval of the description of the National Qualifications Framework"</p>	


**6. Officially recognised ways of acquiring the certificate**
**Aggregate duration of learning required to get the certificate (in weeks):** 19

**Ratio of theoretical and practical learning (%):** 42/58

**Duration and place of apprenticeship (in weeks):** (2)

**Possibility to include passed education:** passed education included by evaluating the knowledge

Description of vocational education and training received	Part of programme (%)	Duration (in weeks)
School-/training centre-based	42	8
Workplace-based	58	11
Accredited prior learning		
<b>Total duration of the education/ training leading to the certificate</b>		<b>19</b>

**Entry requirements**
**Additional information**

More information (including the description of the national system of qualifications) at:

[www.aikos.smm.lt](http://www.aikos.smm.lt), [www.europass.lt](http://www.europass.lt), [www.euroguidance.lt](http://www.euroguidance.lt), [www.kpmc.lt](http://www.kpmc.lt)
**The National Reference Points:**
[www.europass.lt](http://www.europass.lt), [www.smpf.lt](http://www.smpf.lt)